

DOCUMENT RESUME

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INSTITUTION Springfield Urban League, Inc., IL.

SPONS AGENCY Illinois State Board of Education, Springfield. Dept. of Adult, Vocational and Technical Education.

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IDENTIFIERS *Illinois (Springfield)

ABSTRACT

An Urban League project in Springfield, Illinois, provided instruction in small business management to persons who had been convicted of a crime. Phase II of the project required designing a self-instructional workbook and tape to be used when classes were not available. A resource guide listing agencies providing assistance to business persons was also developed for use in classroom training or for self-instruction. Phase II involved evaluation of Phase I activities, recruitment, selection of participants, modification of curriculum design, research and selection of resources, use of an advisory council, and program critiques and evaluations. (Included in this packet are the Phase II project report, the resource listing, contacts and referral sources, sample letters used for recruiting, participation criteria, intake application, selection evaluation form, applicant questionnaires used to determine applicants' interests and qualifications, and publicity examples.) (KC)

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FINAL REPORT

TO THE EDUCATIONAL RESOURCES
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DEPARTMENT OF ADULT, VOCATIONAL AND TECHNICAL EDUCATION FUNDING AGREEMENT
NUMBER: XB-I-1-672

OFFICIAL TITLE OF PROJECT: Community Based Model for Training Ex-Offenders in Entrepreneurial Competencies, Phase II.

PROJECT DIRECTOR: Mr. Howard R. Veal, Sr.

FUNDED AGENCY: Springfield Urban League, Inc.

LOCATION: 100 North 11th Street
Springfield, Illinois 62703

TIME PERIOD COVERED: July 31, 1987 through June 30, 1988

MAJOR ACCOMPLISHMENTS OF THE PROJECT: A Self-Instructional Workbook and accompanying tape was designed to teach small business management to offenders and ex-offenders when classroom training sessions are not available. Along with basic business information, the workbook also includes assignments intended to build self-images and increase commitment and motivation. To augment the Workbook, a Resource Guidebook was also developed listing various agencies and organizations that are available to the business person just starting out. Most of the resources listed are free of charge and provide invaluable services/information.

Classroom and individual training, career exploration, counseling, and referrals were provided to eighteen ex-offenders and fifty-six inmates of the Lincoln Correctional Center. Of the ex-offenders, five entered employment, two entered their chosen career fields, one entered college, one is actively pursuing financing to open a business, one is attempting to return as an employee in the profession he left after being released twelve years ago, one entered vocational training, three started their businesses, two others started their businesses and entered employment to augment their business incomes, and one entered a business partnership. One participant from Lincoln Correctional Center has since been released and has started a business.

POTENTIAL IMPACT ON VOCATIONAL EDUCATION: The products of this project can be utilized in place of offering classroom training or can also be used with the trainers manual developed during Phase I of the Ex-Offenders Entrepreneurial Training Program. The workbook and resources can benefit offenders, ex-offenders, low-income persons, the unemployed, and many others who may be having difficulty obtaining the necessary training to start their own businesses.

PRODUCTS DELIVERED: The "Competencies for Self-Employment: Entrepreneurial Training for Ex-Offenders -- Self-Instructional Workbook and the accompanying tape and the "Entrepreneurial Resource Guidebook" will be delivered to the Illinois State Board Of Education, Department of Adult Vocational and Technical Education in September of 1988.

EXPENDITURE OF FUNDS

All funds have been expended for the 1987 - 1988 Program Year. Two modifications were made to the proposed budget without affecting the total budget amount.

PAID PARTICIPANTS IN ACTIVITY

Howard R. Veal, Sr.
Project Director
Springfield Urban League, Inc.
See attached Resume' for description of experience

Peg Cochenour
Project Coordinator
Springfield Urban League, Inc.
See attached Resume' for description of experience

Dr. Rozalyn B. Green
Consultant
Howard University
See attached Resume' for description of experience

Silvester Walton
Consultant
Central Illinois Public Service
Served as Advisory Committee Member during Phase I of Project. Has extensive research experience, and background knowledge of the business community.

Carolyn Shelton
Consultant
To The Best Of You
Through a business she started in 1978, Ms Shelton has been providing career training and increasing the self-images of disadvantaged and minority persons in Chicago's projects as well as within large corporations nationwide.

Kendra Walsh
Data Input Operator
Kelly Services
Has training and experience in using a variety of computer databases.

RESOURCE LISTING

Material Resources

Bolles, R.N. The New Quick Job Hunting Map. Berkeley: Ten Speed Press, 1985.

PFS: Professional Plan, Ver. 1.0. Mountain View, Calif.: Software Publishing Corporation, 1987.

Human Resources

Advisory Committee Members

Leonard Adams -- At-Large Member
Harold Beard -- D.C.C.A. Job Training Program Division
Dr. Gene Beenenga -- L.L.C.C. Business-Industry Development Center
Mike Elliott -- At-Large Member
David Gross -- I.B.M.
Carlos Dee Gully -- Sangamon County Juvenile Probation
Lynn Hayes -- Sangamon County Department of Community Resources (JTPA)
Melissa Lamb -- D.C.C.A. Office of Urban Assistance
Alice Nichols -- Lawrence Adult Center
Dr. Michael Pavlisin -- Capitol Area Small Business Development Center
Oran Robertson, Jr. -- formerly with the Department of Corrections
Kevin Schultz -- Illinois National Bank
Kenny Wells -- Illinois Department of Corrections, Juvenile Division
Janet Williams -- A-1 Janitorial Service

Guest Speakers

Janet Williams -- A-1 Janitorial Service
Larry Jones -- Lincoln Correctional Center

Curriculum Information Assistance

The Small Business Administration, Business Plan film
The Capital Area Small Business Development Center Staff, materials
Jim Suttie and Kathy Hulen -- Electronic Systems, computer information

Client Referral Assistance

Irvin Jackson and Staff -- SUL Employment Training & Career Development
Caseworker Staff -- Capitol Township Assistance
Mike Brown and Staff -- Sangamon/Menard Alcohol and Drug Council
Bob Jackson -- Prison Ministries
Counseling Staff -- Gateway Foundation
Caseworker Staff -- Public Aide
Probation Officers -- Sangamon County Probation
Parole Officers -- Adult Parole Division, Dept. of Corrections

MAJOR ACCOMPLISHMENTS AND SIGNIFICANT FINDINGS

The Community Based Model for Training Ex-Offenders in Entrepreneurial Competencies project was designed to provide instruction in small business management to persons who had previously been convicted of a crime. The major outcome of Phase II of this project was to design a self-instructional workbook and tape to be utilized by offenders and ex-offenders when classes in entrepreneurship are not available. A Resource Guide outlining various agencies providing assistance to business persons was also to be developed for use in classroom training or with the self-instructional method.

The process leading up to the development of these materials involved a variety of steps including: evaluation of Phase I activities, recruitment, selection of participants, modification of curriculum design, research and selection of resources, utilization of an advisory council, and program critiques/evaluations.

Evaluation of Phase I Activities

Utilizing evaluations and experiential learning derived from Phase I of this project, the effectiveness and apparent validity of the forms, materials, and procedures were analyzed. Some modifications were made in the areas of recruitment, selection, and evaluation. These changes will be further addressed within their individual sections.

Recruitment

Due to the difficulties experienced with recruitment during Phase I, agencies serving the ex-offender population were sent letters illustrating the success of the previous program and requesting their assistance in referring all interested ex-offenders for an interview. Letters were also sent to those persons who had applied during Phase I but were unable to attend or complete the classes due to day-time work schedules.

A presentation was given to the residents of Triangle Center (a drug rehabilitation treatment program) informing them of program offerings. Meetings were also held with Mary Pritchard of Public Aide and Bob Jackson from Prison Ministries to further explain program outcomes, selection criteria, and referral guidelines.

The State Journal-Register ran a front-page article about the program and one of the participants who started a business as a result of Phase I training. Other articles were featured in The Decatur Voice and The Pure News.

A meeting was held between Larry Jones from the Lincoln Correctional Center and Springfield Urban League Staff to discuss the possibility of providing classroom training to the inmates. An agreement was reached whereby SUL would be able to test the hypothesis that the curriculum was adaptable to the prison setting and, if not, implement the necessary changes.

Selection

Each participant at the SUL Office went through a two part selection process involving an intake application and a verbal interview. The intake application was shortened in an effort to reduce the time and paperwork involved. Information regarding the applicant's criminal history was moved from the application form and included on the Selection Evaluation Worksheet to insure greater client confidentiality.

From statistical information gained as an outcome of Phase I data, it was determined that persons receiving an Evaluation Score of less than fifty-five percent (55%) would not be accepted into the classroom component but would instead be offered individual assistance and referrals to other programs if needed.

The interview process involved six areas: Criminal and Delinquent History, Alcohol and Drug History, Education, Family History, and Social, Emotional, and Physical Health. The participant's responses were recorded on the Selection Evaluation Worksheet by project staff. Throughout the screening process, the interviewer briefly evaluated each section to note any inconsistencies, gaps, or problem areas. These were discussed openly with the applicant, and any obstacles were integrated into the participant's plan of action.

The participants from Lincoln Correctional Center did not go through a verbal interview, but instead answered a battery of questions on a form specifically designed for this purpose. The Interview Questionnaire covered all the areas mentioned above.

All applicants were counseled regarding the feasibility of their business ideas as well as their commitment to the venture. Those ex-offenders who did not attend classroom sessions utilized the counseling and information obtained in individual sessions in order to secure jobs, start businesses, or return to school. Some participants obtained employment and did not complete the classroom training. We consider these persons to have been successful within the program as they were able to utilize new skills in order to increase their family incomes and become contributing members of society.

Modification of Curriculum Design

The pre and post tests used in Phase I were completely redesigned to better correspond with the training materials. The new tests require knowledge of information necessary for the completion of a business plan. Because some information is basic to all ventures and other information is business specific, the answers are scored taking into account the individual business. Points are also given for knowing how or where to find the information due to the fact that each participant is at a different stage in the development of their business. For example: in the section on Locating Your Business, one participant may already have a site picked out. He or she must know the zoning restrictions of that area. But another participant may be a long way from picking out a site

and only needs to know where to find zoning information when that time comes.

A Self-Instructional Workbook was developed by expanding the instructor's handbook to include directions and explanations for the students. Worksheets and/or reading materials are inserted within each chapter and subject area. Assignments pertaining to each section are also included.

Research and Selection of Resources

Throughout Phases I and II, participants were required to utilize various governmental resources to gain information and assistance in developing their business plans. They reported that the information gained from these agencies was invaluable.

While reviewing materials during Phase I, a void was noted in the availability of simple resource guidebooks aimed at the beginning entrepreneur. Most guides contained a multitude of resources that are specific to one business field or geographic area or are intended for use by existing businesses. Many of the resources catered to persons with readily available finances. The guidebooks were either outdated or difficult to use and several required prior knowledge of the business arena in order to interpret the information.

It was determined that access to a start-up resource listing would be of great importance. The agencies listed in the Entrepreneurial Resource Handbook were selected for their easy accessability, usefulness to a variety of businesses or persons, low cost or free services, emphasis on beginning businesses, and providing basic information or assistance in complying with governmental rules and regulations.

The handbook was designed with an extensive but simple subject index and listings occur alphabetically to provide ease in locating an individual agency. The handbook is aimed at Illinois agencies; however, it also contains information about nationally established agencies.

Advisory Committee Activities

The fourteen member advisory committee included representatives from educational institutions, small business assistance providers, large corporations, social service providers, small businesses, financial institutions, state offices, and corrections departments.

The committee met every other month to review program offerings and evaluate its effectiveness. The members also acted as a referral guide for special problem areas the participants might encounter, such as: difficulties obtaining insurance, making business contacts, or interpreting tax requirements.

Program Critiques/Evaluations

Representatives from To All The Best Of You, The Illinois Institute of Technology, Lincoln Correctional Center, and the participants themselves provided critiques of the program design and offered advice on ways to improve it. These ideas were evaluated and included in the final design.

RECRUITMENT CONTACTS

Department of Corrections -- Adult Community Supervision
Sangamon County Juvenile Probation
Sangamon County Department of Community Resources
New Start
Illinois Courts -- Probation Division
Sangamon County Adult Probation
U.S. Courts Probation Department
Illinois Department of Corrections -- Juvenile Parole
Triangle Center
Capitol Area Small Business Development Center
Springfield Veterans Outreach Center
Illinois Department of Employment Security
Department of Public Aide
Young Women's Christian Association (YWCA)
Springfield Township General Assistance
Gateway Foundation
Springfield Police Department
Sangamon County Sheriff's Department
State Attorney's Office
Calvary Temple
Small Business Administration

XOETP REFERRAL SOURCES FY88

D.O.C. - Adult Community Supervision
1301 Concordia Court
Springfield, IL 62702

Carlos Dee Gully
Sangamon County Juvenile Probation
County Building, Room 303
Springfield, IL 62701

Marsha Franklin
Sangamon County Dep't. of Community Resources
725 North Grand Ave. East
Springfield, IL 62702

Linda Holvey
New Start
500 East Capitol
Springfield, IL 62701

Kenneth Klimusko, Project Services Supervisor
Illinois Courts Probation Division
413 West Monroe
Springfield, IL 62702

Tom Roberts
Sangamon County Adult Probation Dep't.
918 East Capitol
Springfield, IL 62703

Hal Langenbahn, Sr. U.S. Probation Officer
U.S. Courts Probation Department
600 East Monroe
Springfield, IL 62701

Kenny Wells
Illinois D.O.C. - Juvenile Parole
4500 South 6th
Springfield, IL 62708

Mike Brown
Triangle Center
120 North 11th
Springfield, IL 62703

Dr. Michael Pavlisin
Capital Area Small Business Develop. Ctr.
4 North Old State Capital Plaza
Springfield, IL 62701

Ron Lambert, Team Leader
Springfield Veterans Outreach Center
624 South 4th
Springfield, IL 62704

Ray Peterson
Ill. Dep't of Employment Security
924 East Adams
Springfield, IL 62703

Bob Stout
Department of Public Aid
100 North Martin Luther King Drive
Springfield, IL 62703

Nora Nelson
YWCA
421 East Jackson
Springfield, IL 62701

Irene Toepfer, Administrator
Spfld. Township General Assistance
2108 North Grand Ave. East
Springfield, IL 62702

John Stepniewski, Director
Gateway Foundation
815 North 5th
Springfield, IL 62702

Stan Troyer, Chief
Spfld. Police Department
601 East Jefferson
Springfield, IL 62701

Bill DeMarco, Sheriff
Sang. Co. Sheriff's Dep't.
County Building
Springfield, IL 62701

Don Cadagin, Attorney
State's Attorney's Office
County Building
Springfield, IL 62701

Randy Ray
Calvery Temple
1730 West Jefferson
Springfield, IL 62702

Don Bookhart, Area Manager
Small Business Administration
4 North Old State Capitol Plaza
Springfield, IL 62701



The Springfield Urban League, Inc.

BUILDING FOR EQUAL OPPORTUNITY
100 NORTH 11th STREET, P.O. BOX 3865, SPRINGFIELD, IL 62708
TELEPHONE: (217) 789-0830

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September 23, 1987

Dear

The Springfield Urban League, Inc. Ex-Offenders Entrepreneurial Training Program (XEOTP) will begin classroom sessions in late October. The classes will be held on Monday and Thursday evenings and will continue through March with breaks for Thanksgiving, Christmas, and New Years Day.

We are currently accepting applications for the fall program and are asking for your assistance with referrals of anyone who has been convicted of a crime at some point in their life, and is interested in exploring the possibility of starting their own business.

XOETP offers instruction in small business management to persons who historically have difficulty securing jobs due to their conviction record. The intent of this program is to open alternate avenues of employment that previously had not existed, thereby reducing or eliminating dependency upon public welfare, social services, and criminal activities.

As you may know, the entrepreneurial program began earlier this year as a pilot project. Our spring session was very successful, and we were refunded for another year. From our first class sessions, one person started a new business, another up-graded an existing one, twelve chronically unemployed persons secured jobs (four of which were managerial) and another business is expected to open around the first of the year.



We cannot make guarantees, however, the training, support, and counseling the participants receive appear to have a significant impact upon their ability to present themselves and their skills in a positive manner to bankers, business people, and employers.

The XEOTP program is designed to train people at varying skill levels and diverse business interests. We will assist potential participants with career exploration and development of an enterprise best suited to their abilities as well as determine needs for specific business information. Business interests can include anything from crafts and hobbies to high-tech industry.

I have included a copy of our referral criteria to assist you and the potential client in exploring the possibility of their participation in the program. Referral sources are not expected nor encouraged to determine the suitability or the ability of a client to perform as a business owner. The entrepreneurial staff will screen all applicants who express an interest in classroom training. Those not qualified will be given counseling and individual assistance to increase their basic business skill level, as well as referrals to other Urban League programs for services, if needed.

If you know of anyone who may be interested in the XEOTP project, please have them contact me at the Urban League to schedule an intake interview. Also, if you have any questions or concerns, or would like me to talk with your staff about the program, do not hesitate to call me at 789-0830.

Thanks for your time and assistance. I am looking forward to receiving referrals from you.

Sincerely,

Peg Cochenour
Ex-Offenders Project Coordinator

/j

SPRINGFIELD URBAN LEAGUE, INC.

EX-OFFENDERS ENTREPRENEURIAL TRAINING PROGRAM

The Ex-Offenders Entrepreneurial Training Program (XOETP) is designed to provide to ex-offenders the skills and attitudes necessary for opening and running a small business. The intent is to increase the employment avenues available to persons who historically have great difficulty locating jobs and often end up being supported by the welfare systems.

Along with vocational counseling and technical assistance, the training will include group and individual instruction in:

- Examining personal values and habits
- Communicating effectively
- Forming or increasing the skills, behaviors, and attitudes that lead toward successful business management
- Developing an Individual Plan of Action (IPA) through goal setting
- Understanding of basic management duties
- Locating funding sources
- Gaining knowledge of regulations and laws governing businesses
- Constructing a Business Plan

Participants will be offered job search assistance if needed, and a support group will be available for sharing information, failures, successes, experiences, and advice with each other.

CRITERIA FOR PARTICIPATION

1. Must have been convicted of a crime or adjudicated in juvenile court.
2. At least 16 years of age and an Illinois resident
3. Free from alcohol or drug addiction/abuse, or currently in rehab program.
4. If crime was of violent nature, acceptance will depend upon the person's current attitudes, the circumstances surrounding the crime, and recommendation of parole or probation officer.
5. Must be motivated and willing to participate in classroom activities.
6. Must be able to read, write, and perform basic math functions.

Referrals should be made to the Springfield Urban League's Ex-Offenders Program Coordinator, Peg Cochenour. The XOETP office hours are Monday - Friday from 8:30 to 5:00. We can be reached at (217) 789-0830 or 789-0831.



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September 23, 1987

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The Springfield Urban League, Inc. will begin the Ex-Offenders Entrepreneurial Training Program (XOETP) in late October. Classes will be held at the Urban League Office on Monday and Thursday evenings from 6:00pm to 8:30pm. The program will continue through March with breaks for Thanksgiving, Christmas, and New Years.

The spring session was very successful and we anticipate that the upcoming training will be even better. I am sorry that you were not able to attend the classes earlier this year. I realize how important it is for you to have an income right now, but I also know that entrepreneurial training can have a major impact on your current work situation as well as your future career goals. The classes have been scheduled during the evening to allow you to work in the day time and still benefit from the XOETP project.

Please call me at 789-0870 if you plan to attend the fall classroom training sessions. I am looking forward to working with you and seeing you become a small business owner and grow in your chosen career. Dare To Dream!

Sincerely,

Peg Cochenour
XOETP Coordinator



SPRINGFIELD URBAN LEAGUE, INC.
EX-OFFENDERS ENTREPRENEURIAL TRAINING PROGRAM
INTAKE APPLICATION

The Springfield Urban League does not discriminate against any applicant, regardless of race, color, religion, age, sex, or national origin. All information requested herein is intended solely to provide services to the applicant, and will be held confidential. You may refuse to disclose any information which you feel infringes upon your rights. PLEASE PRINT - USE INK.

I. PERSONAL DATA

Date _____ 19____

NAME: _____ SOCIAL SECURITY NUMBER: _____

ADDRESS: _____ PHONE: _____
(If none, give # for messages)

DATE OF BIRTH: _____ AGE: _____ ESTIMATED FAMILY INCOME (per year): _____

Please check all that apply below

Male	☐	Black	☐	Hispanic	☐	Amer. Indian	☐	Single	☐	Separated	☐
Female	☐	White	☐	Asian	☐	Other	_____	Married	☐	Divorced	☐

Are you:

A U.S. Citizen? _____ (If no, give visa # _____)

Head of a household? _____ # of people (include self) living in household _____

A veteran? _____ Type of discharge _____

Handicapped? _____ Explain _____

Employed? _____, Underemployed? _____, Unemployed? _____, a Full-time student? _____

Do you have:

A valid driver's license? _____ If yes, what class? _____

Reliable transportation? _____ Explain _____

Reliable child care arrangements? _____

Are you receiving:

Unemployment Insurance? _____ Pension/Retirement? _____

Township Assistance? _____ AFDC? _____

Food Stamps? _____ Medical Card? _____

Social Security? _____ SSI? _____

Other? _____ Explain _____

Have you ever been to the Urban League before? _____ When? _____

How did you hear about this program? _____

II. EMPLOYMENT

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What type of business are you interested in starting? _____

How many years experience do you have in this field? _____

Describe the plans/contacts that you have already made to begin your own business _____

List your previous employment beginning with the latest. Please account for all periods of unemployment. If you need more space, use the back of this sheet, or attach a resume'.

DATES	EMPLOYER/COMPANY NAME & ADDRESS	JOB TITLE	WAGE	REASON FOR LEAVING
Beginning				
Ending	Brief description of duties:			
Beginning				
Ending	Brief description of duties:			
Beginning				
Ending	Brief description of duties:			
Beginning				
Ending	Brief description of duties:			

Describe any additional skills or work experience you have had: _____

III. EDUCATION				
SCHOOL	NAME AND LOCATION	DATES ATTENDED	DIPLOMA/DEGREE	MAJOR COURSES
HIGH SCHOOL				
TRADE/BUSINESS/ CORRESPONDANCE				
COLLEGE/UNIVERSITY				
GRADUATE SCHOOL				

Do you have a G.E.D.? _____ Date received _____

Describe any additional courses taken: _____

V. SIGNATURE AND CERTIFICATION

I certify that to the best of my knowledge the information provided by me herein is true and correct. I understand that if I have been found to falsify information, I may be considered ineligible for services.

Signature _____

Date _____

SPRINGFIELD URBAN LEAGUE
EX-OFFENDER ENTREPRENEURIAL TRAINING PROGRAM
SELECTION EVALUATION

I. PRIOR CRIMINAL/DELINQUENT HISTORY

A. Prior Convictions -----		_____
1. None	5	
2. No more than two	3	
3. Three or more	0	
B. No convictions in past five years -----	3	_____
C. No juvenile convictions or detentions -----	3	_____
D. No felony convictions -----	4	_____
F. No involvement with alcohol or drugs in arrest -----	3	_____
G. Convictions did not involve violent crimes -----	4	_____

II. DRUG AND ALCOHOL HISTORY

A. Drug Usage -----		_____
1. No history	10	
2. None in past two years		
a. stopped without assistance or treatment	7	
b. voluntarily received treatment	5	
c. involuntarily received treatment	3	
3. Recent or current usage		
a. never received treatment	0	
b. received or receiving treatment and succeeding	1	
c. received treatment but returned to usage	-5	
B. Alcohol Usage -----		_____
1. No history	10	
2. None in past two years		
a. stopped without assistance or treatment	7	
b. voluntarily received treatment	5	
c. involuntarily received treatment	3	
3. Recent or current usage		
a. never received treatment	0	
b. received or receiving treatment and succeeding	1	
c. received treatment but returned to usage	-5	
d. alcohol usage is not excessive nor problematic	4	

III. EDUCATION

A. Level -- Secondary Education -----		_____
1. Completed High School	5	
2. Received GED	4	
3. Dropped out by choice	2	
4. Expelled or forced to leave	0	
B. College, Trade, Vocational and/or Business School -----		_____
(give 1 credit for each year successfully completed)		
C. Achievement -----		_____
1. Never repeated a grade	4	
2. Repeated no more than two years	2	
3. Repeated three or more years	0	

D. Attendance -----		_____
1. Frequent	5	
2. Occasional	3	
3. Seldom	0	
E. Never enrolled in BD or similar disciplinary classes --	5	_____
F. Not enrolled in Special Ed. past elementary school ----	5	_____
IV. EMPLOYMENT		
A. Current Status -----		_____
1. Employed (or Homemaker)		
a. six months or more	6	
b. less than six months	4	
2. Attending school or training program	4	
3. Receiving unemployment, social security, pension, or unemployed due to medical disability	3	
4. Unemployed and demonstrating active job search	2	
5. Unemployed and not actively searching for job	0	
B. History -----		_____
1. Stable		
a. never fired	5	
b. fired no more than 2 times in 10 year period	3	
2. Instable	0	
3. Never worked	1	
C. Has adequate, dependable transportation -----	3	_____
D. Has arranged suitable childcare (or has no children) --	3	_____
E. Has phone or easy access to one -----	3	_____
F. Has vocational skill -----	3	_____
G. Veteran Status -----		_____
1. Honorable Discharge	5	
2. Medical Discharge -- Honorable Conditions	4	
3. General Discharge -- Honorable Conditions	2	
4. Dishonorable Discharge	0	
V. FAMILY HISTORY		
A. No family criminal record -----	3	_____
B. Parents neither separated nor divorced -----	3	_____
C. Family and/or friends are supportive -----	3	_____
D. Residency -----		_____
1. Few moves	5	
2. Occasional moves	3	
3. Frequent moves	0	
E. Supports self, spouse, and children (if any) -----	5	_____
F. Marital stability -- no divorces or separations ----- (give credit if single)	1	_____

VI. SOCIAL, EMOTIONAL, AND PHYSICAL HEALTH

- A. No history of psychiatric or psychological disorders -- 3
- B. No sex offenses attributed to personality disorders --- 3
- C. Physically able to perform duties in preferred field -- 3
- D. Medically able to work ----- 3
- E. Emotionally able to work ----- 3
- F. Criminal or delinquent behavior not related to peers -- 3
- G. If criminal or delinquent behavior was attributed to peers, those ties have been severed ----- 2
- H. Has a favorable attitude toward probation/parole ----- 3
- I. Has received, or is receiving, professional help to overcome problems that led to incarceration ----- 3
- J. Displays attitude and/or behavioral changes that would significantly reduce the chances of being arrested ---- 3

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Applicant is Economically Disadvantaged _____ Selection %ile _____

	ARR.	CNV.	INC.	PRB.	PRL.	OTH.
No. Times						
No. Yrs. Invol.	XXXXXXXXXXXX	XXXXXXXXXXXX				
No. Yrs. Since						

Sub. Programs Attended: _____

Treatment Programs Attended: _____

COMMENTS:

Counselor/Intake Signature _____

Date: _____

SPRINGFIELD URBAN LEAGUE

ENTREPRENEURIAL TRAINING PROGRAM

This questionnaire is designed to assist the trainer in understanding your background and any problems or special needs it might create while you are developing your business. All information is confidential -- please do not sign your name to this form. Be honest with your replies --- dishonesty only hurts you, not the trainer or the program.

CRIMINAL HISTORY

How long have you been incarcerated for this latest crime? _____

of times arrested as a juvenile? _____ # juv. arrests resulted in adjudication? _____

of times arrested as an adult? _____ # adult arrests resulted in conviction? _____

of times convictions resulted in incarcerations? _____ Total years incarcerated? _____

times on parole? _____ Total years sentenced? _____ Total years served? _____

times on probation? _____ Total years sentenced? _____ Total years served? _____

Were any of your arrests related to gang activities or peer pressure? _____

If yes, have you severed those ties? _____

Did any of your arrests involve alcohol or drugs? _____

Please list the types of crimes you were convicted of: latest crime: _____

All others: _____

DRUG AND ALCOHOL USAGE

Have you ever used drugs (other than under a doctor's care)? _____ How long ago? _____

Have you ever received treatment for drug dependency? _____ Where? _____

How long since last drug treatment program? _____ Did you attend voluntarily? _____

Have you ever used alcohol? _____ How long ago? _____ Has it created problems? _____

Have you ever received treatment/counseling for alcoholism? _____ Where? _____

How long since last alcohol treatment program? _____ Did you attend voluntarily? _____

EDUCATION

If you did not complete high school, were you expelled or forced to leave? _____

Were you ever enrolled in Behavior Disorder or other disciplinary classes? _____

Were you ever enrolled in special education/remedial classes past grade school? _____

Was your attendance: excellent, good, occasional, or seldom (in high school)

EMPLOYMENT HISTORY

Have you ever been fired from a job? _____ How many in the last 10 years? _____

What was the longest amount of time you remained on a job? _____

How many jobs have you had in the last 6 years? _____

Are you a veteran? _____ Type of discharge? _____

FAMILY HISTORY

Has anyone in your immediate family been involved in criminal activities? _____

What is their relationship to you? _____

Who raised you? _____

Are your parents seperated, divorced, remarried, deceased, or still together?

Do your family members encourage you to improve your situation? _____

Do your friends encourage you to improve your situation? _____

Do you have any children? _____ How many? _____ Will they be living with you? _____

If you have been married, were you ever seperated or divorced? _____

PHYSICAL AND EMOTIONAL HEALTH

Have you ever received psychiatric care? _____ How long ago? _____ For what? _____

Have you ever had difficulty on a job due to: (check all that apply)

physical problems _____
medical problems _____
emotional problems _____
tardiness _____
inability to follow orders _____
excessive absences _____
sexual misconduct _____
violence _____
failure to obey rules _____
mental problems _____

When serving parole/probation, did you have difficulty conforming to requirements? _____

In a few words, describe your feelings about parole and probation.

Are you currently receiving counseling or treatment to overcome problems that may have led to your being incarcerated? _____ What type? _____

Breifly describe changes you have made (or will make upon your release) that will decrease the chances of your being arrested again, if this applies to you.

ITS MY BUSINESS

This questionnaire is designed to help you and the instructor determine your understanding of the business world, and to show you what particular areas you will need answers for before you open your business. You cannot fail this test. Do not be alarmed at the number of items you cannot answer - you are not alone. You are taking this course to increase your knowledge of the business world and to give yourself an advantage over other aspiring business people. If you already have all the answers, you should not be taking this course. Please be honest in your responses -- you will only hurt your business if you give misleading answers. Put N/A in the answer space if a question does not apply to your business.

1. What qualities do you possess that will make it possible for you to be a successful business owner?
2. What business are you planning to start?
3. What products/services will you sell?
4. Why do you want to start your own business?
5. How many hours a week will you be able to put into your business once you get it started?
6. Does your family support your plan to start a business?
7. Have you worked in a business like the one you want to start?
8. Have you ever been a supervisor or manager on other jobs or taken business courses in school?
9. How much money have you saved to put into the business?
10. How much money will you need to get the business started?
11. Where will you borrow the money?
12. How much money will you make in a year (salary and profit)?
13. How much money will you need to live on (for personal expenses)?
14. How many bankers have you talked to about your plans?
15. Could you make more money working for someone else?

16. What form of business will you use: sole owner, partner, corporation, Sub-chapter S, not-for-profit agency, or incorporated?
17. Do you know the good and bad points of each form of business?
18. Who are your competitors?
19. Do they seem to be doing well?
20. Have you talked to them about their experiences? If so, what were some of their comments (include positive and negative)?
21. Why would the customers choose your products/services over those of your competitors?
22. If you have no competitors, how have you determined that there is a market for your products/services?
23. How much will you charge for each product/service? Or, how will you determine the cost?
24. How much do your competitors charge?
25. Where will your business be located (area of town)?
26. Where are your competitors located (areas of town)?
27. What type of customers do you want to attract?
28. Do these people live or work in the location you have chosen?
29. Where will you purchase your supplies and equipment?
30. How many suppliers have you checked out?
31. Will you be able to get credit? At what interest rate?
What are the terms?
32. What equipment and supplies will you need to purchase before you open your business?

33. Is second hand equipment available? What are the pros and cons about buying this used equipment?
34. Will a banker be willing to give you a loan on this equipment?
35. Will you have insurance covering your business, equipment, and/or vehicles? Why or why not?
36. Will you allow your customers to buy on credit? Why or why not?
37. Have you checked into a credit card plan?
38. How will you advertise your business?
39. Where will you get help with your advertising campaign?
40. How do your competitors advertise?
41. What licenses and permits will you need?
42. Where will you get them?
43. How much do they cost?
44. How often do they need renewed?
45. What business laws will you have to obey?
46. If you do not know the laws, where can you find out?
47. What type of bookkeeping system will you use?
48. How often will you pay taxes?
49. How will you keep track of your inventory?
50. What kind of financial statements should you prepare?

IF YOU PLAN TO HAVE EMPLOYEES:

51. Where or how will you get your workers?
52. How much will you pay them? How often will they get paid?
53. What kind of benefits will you provide?
54. How will you train your employees?
55. What kinds of jobs will they be performing?
56. Have you figured out how to keep payroll records and take care of tax reports and payments?

IF YOU ARE BUYING A BUSINESS FROM SOMEONE ELSE:

57. What are the pros and cons about buying this business?
58. Why does the owner want to sell?
59. Are you sure this is the real reason?
60. Have you compared the cost of buying a business with the cost of starting your own?
61. Are the fixtures, equipment, and stock items up to date and in good condition?
62. Will the owner of the building transfer the lease to you?
63. What do other business people in the area think of the business?
64. What do the customers think of the business?
65. What do the company's suppliers say about the business and amounts of orders?
66. Have you consulted a lawyer about it?

IF YOU HAVE CHOSEN A LOCATION FOR YOUR BUSINESS (Applies to persons who are buying an existing business also):

67. Where is the building located?
68. Is the building in good condition?
Have you had it inspected?
69. Does it have adequate parking?

70. How much money will it take to fix the building the way you want?
Can your customers find it easily?

71. Will you have enough room to expand as the business grows?

72. What type of zoning laws apply?
Where did you find this information?

PARTNERSHIPS

73. Have you decided for or against a partnership? Why?

If you decided for:

74. How well do you know this person? Are you sure that
you can get along in a business? Why?

75. How will the profits be split?
Will salaries be deducted first?

76. What tasks will your partner handle?

77. What tasks will you handle?

78. What will happen to the business if one of you wants to leave?

79. Will you be financially obligated if your partner has bad debts?

If you decided against:

80. Are you able to handle the demands of the business alone?

81. Can you financially afford to start a business on your own?

82. Will you need outside help in managing books, selling, advertising, doing the manual labor, or anything else that would be cheaper if you had a partner to assist you?

83. If you have (or acquire) bad personal debts, will that affect your business or will they remain personal and apart from your business profits and assets?

ITS MY BUSINESS

This test is designed to measure your knowledge of the business world and what you gained from the classroom training. You will not be able to answer some of these questions. If you do not know the answer, put a question mark (?) in the answer space, and if the question does not apply to your particular business, please put N/A in the answer space. All of the questions should have an answer -- DO NOT LEAVE ANY BLANK SPACES! Thank you.

1. What qualities do you possess that will make it possible for you to be a successful business owner?
2. What business are you planning to start?
3. What products/services will you sell?
4. Why do you want to start your own business?
5. How many hours a week will you be able to put into your business once you get it started?
6. If you are going to open a family owned or home based business, does your family support your plan?
7. Have you worked in a business like the one you want to start?
How many years?
8. If not, where did you learn the skills needed to run this type of business?
9. How much money have you saved to put into the business?
10. How much money will you need to get the business started?
11. How will you get the money?
12. How much money will you make in a year (salary and profit)?
13. How much money will you need to live on (for personal expenses)?
14. What type of credit rating do you have? If you do not
know, where (or how) will you find out?

15. Why do you not want to work for someone else?
16. What form of business will you use: sole owner, partner, corporation, Sub-chapter S, not-for-profit agency, or incorporated?
17. Why did you choose this form of business?
18. Who are your competitors?
19. Why would the customers choose your products/services over those of your competitors?
20. If you have no competitors, how have you determined that there is a market for your products/services?
21. How much will you charge for each product/service? Or, how will you determine the cost?
22. How much do your competitors charge?
23. Where will your business be located (area of town)?
24. Where are your competitors located (areas of town)?
25. What type of customers do you want to attract?
26. Do these people live or work in the location you have chosen?
27. Where will you purchase your supplies and equipment?
28. Where can you find information on different suppliers?
29. What equipment and supplies will you need to purchase before you open your business?
30. What equipment/supplies do you already have?

31. Is second hand equipment available?
cons about buying this used equipment?

What are the pros and

32. Will a banker be willing to give you a loan on used equipment?

33. Will you have insurance covering your business, equipment, and/or
vehicles? Why or why not?

34. Will you allow your customers to buy on credit?
Why or why not?

35. How will you advertise your business?

36. Where will you get help with your advertising campaign?

37. How do your competitors advertise?

38. What licenses and permits will you need?

39. Where will you get them?

40. How much do they cost?

41. How often do they need renewed?

42. If you do not know the answers to questions 38 - 41, where can
you find them?

43. What business laws will you have to obey?

44. If you do not know the laws, where can you find out?

45. What type of bookkeeping system will you use?

46. How often will you pay taxes?

47. How will you keep track of your inventory?

48. What kind of financial statements should you prepare?

IF YOU PLAN TO HAVE EMPLOYEES:

49. Where or how will you get your workers?

50. How much will you pay them? How often will they get paid?

51. What kind of benefits will you provide?

52. How will you train your employees?

53. What kinds of jobs will they be performing?

54. Where can you get assistance with keeping payroll records and taking care of tax reports and payments?

IF YOU ARE BUYING A BUSINESS FROM SOMEONE ELSE:

55. What are the pros and cons about buying this business?

56. Why does the owner want to sell?

57. Are you sure this is the real reason?

58. Have you compared the cost of buying a business with the cost of starting your own?

59. Are the fixtures, equipment, and stock items up to date and in good condition?

60. How much will it cost you to renovate, decorate, and update the facility and equipment?

61. Will the owner of the building transfer the lease to you?

62. What do other business people in the area think of the business?

63. What do the customers think of the business?

64. What do the company's suppliers say about the business and amounts of orders?

65. Have you consulted a lawyer about it?

IF YOU HAVE CHOSEN A LOCATION FOR YOUR BUSINESS (Applies to persons who are buying an existing business also):

- 66. Where is the building located?
- 67. Is the building in good condition?
- 68. Who will need to inspect it before you open up your doors?
- 69. Does it have adequate parking?
- 70. How much money will it take to fix the building the way you want?
- 71. Can your customers find it easily?
- 72. Will you have enough room to expand as the business grows?
- 73. What type of zoning laws apply?
- 74. Where can you find this information?

PARTNERSHIPS

75. Have you decided for or against a partnership? Why?

If you decided for:

- 76. Have you chosen someone to be your partner?
- 77. Have they agreed?
- 78. How well do you know this person? Are you sure that
you can get along in a business? Why?
- 79. How will the profits be split?
- 80. Will salaries be deducted first?
- 81. What tasks will your partner handle?
- 82. What tasks will you handle?
- 83. What will happen to the business if one of you wants to leave?
- 84. Will you be financially obligated if your partner has bad debts?

If you decided against:

85. Are you able to handle the demands of the business alone?
86. Can you financially afford to start a business on your own?
87. Will you need outside help in managing books, selling, advertising, doing the manual labor, or anything else that would be cheaper if you had a partner to assist you? In what areas?
88. If you have (or acquire) bad personal debts, will that affect your business or will they remain personal and apart from your business profits and assets?

PURPOSE

The purpose for the Self-Instructional Workbook is to help the ex-offender: 1) identify those personality characteristics, skills and experiences that can be used constructively in the development of an entrepreneurial venture, 2) become familiar with vocabulary associated with running a business, 3) find out what needs to be done to ensure a good business plan, and 4) recognize detrimental life situations which can hinder their progress of starting a business.

It is hoped that, after completing the Workbook, the ex-offender will: 1) be able to identify areas of interest for further exploration, 2) be familiar with the process of starting a small business, 3) have made contact with a person who owns a business that he or she wants to start, and 4) have found individuals and materials that can help put together the necessary paperwork and serve as resources.

The Resource Guidebook was designed to ease the process of starting a small business by offering the ex-offender a variety of sources for expert advice. The participants learn that they do not have to do everything by themselves, and a otherwise overwhelming task becomes manageable.

MAJOR DISSEMINATION ACTIVITIES

- I. AWARENESS OF MODEL AND PROJECT AIMS: letters were sent to all agencies and organizations represented by our advisory committee as well as all Department of Corrections and Parole/Probation offices, New Start, Triangle Center, the Small Business Administration, the Small Business Development Center, Veterans Outreach Center, Employment Security, public assistance offices, Gateway, police and sheriffs offices, the State's Attorney's office, and Calvary Temple Church -- Prison Outreach Program. This letter described the program and referral criteria, and was intended for use by their staff and prospective participants.
- II. AWARENESS OF PROPOSED MODEL PROCESSES, METHODOLOGIES: presented project objectives and offerings at the Chicago Self-Employment Training Network, and the Lincoln Correctional Center.

STAFF DEVELOPMENT

The XOETP Coordinator attended the following workshops and conferences in an effort to improve the quality of program offerings:

Springfield Department of Public Health -- AIDS Workshop -- discussed ways AIDS can be passed by clients and methods of preventing contacting the disease. Also discussed ways to assist a client with AIDS as well as observing the symptomology.

Chicago Self-Employment Training Network -- listened to presentations of others working in the entrepreneurial field in hopes of obtaining new ideas for the curriculum.

Lincoln Land Community College/SCORE Chapter -- Business Plan Workshop- discussed information needed for presentation of business ideas to bankers as well as setting up and expanding a business.

PUBLICITY

An article about the Ex-Offenders Entrepreneurial Training Program and one of the past participants who had started his business was featured on the first page of the State Journal-Register Sunday Edition. The article was run prior to beginning the classroom component in order to recruit more participants.

Articles were also run in the Pure News and the Decatur Voice of the Black Community. News releases were sent to the Illinois Times, Illinois Issues, Channel 20, WSSR Radio, and the Springfield Voice.

In-service training sessions were offered at the Triangle Center and the John Hay Homes Activities Program. All of these efforts produced participants for the training program.

PRESS RELEASE

FROM
THE

Springfield
URBAN
League

P.O. BOX 3865, SPRINGFIELD, IL 62708 (217) 789-0830

FOR IMMEDIATE RELEASE

CONTACT: Peg Cochenour
789-0830

SMALL BUSINESS PROGRAM FOR EX-OFFENDERS

Beginning October 26, 1987, the Springfield Urban League, Inc. will again offer classroom training sessions to ex-offenders interested in going into business for themselves. The Ex-Offender Entrepreneurial Training Program (XOETP) is designed to increase the employment avenues available to persons who historically have great difficulty locating jobs and who often end up being supported by the welfare and social service systems or return to criminal activities.

Along with vocational counseling and technical assistance, the classroom training will include group and individual instruction in: strengths and weaknesses, examining personal values and habits, effective communication skills, applying for loans, governmental regulations, taxes, bookkeeping procedures, public relations, and other issues that would increase the skills, behaviors, and attitudes that lead toward successful business management.

The Ex-Offender Program is currently accepting applications from interested participants. To be considered for the program, the applicant must have been convicted of a crime, be at least 16 years of age, and be able to read, write, and perform basic math functions. Classes will be held on Mondays and Thursdays from 6:00pm to 8:30pm at the Urban League Offices. Persons interested in applying should contact Peg Cochenour, XOETP Coordinator, at 789-0830.

#

October 1, 1987



as and whites to die suddenly when exercising.

GE HASTINGS LOSES ROUND IN COURT

Following an attempt to impeach him, Florida's first federal judge lost a round in court last week. U.S. District Court Judge Alcee Hastings has sought to prevent a grand jury report from being sent to the U.S. House Representatives where a committee is considering whether to impeach him. In 1981, Hastings has been accused of bribery. Although he was later found not guilty, a group of white judges launched a campaign against him claiming that he had lied on his witness stand. Despite last week's setback, Hastings says he expects to prevail in the

COURT SAYS HOWARD CAN EXCLUDE BLACKS

New York's highest court ruled last week that the attorneys for white youths accused of attacking three Blacks last summer cannot exclude Blacks from the jury. The attorneys had sought to exclude Blacks from the prospective pool arguing that their clients could not get a fair trial.

Last year's attack resulted in one death when one Black man was hit by a car as he tried to escape from a group of white youths. The Blacks came under attack when they had car trouble in a predominantly white neighborhood in the Beach section of Queens, New York.

presented to Mrs. Lavada Hunter - Civic Women Club, Bloomington, Illinois.

Pioneer was presented to Mrs. Gladys Gordon - Big Sister, Decatur, Illinois.

Mary Church Terrell Springfield Club was represented by l-r: Inez Johnson, Daisy Paulson (President), Delois Duke, Vera Murrell, Bette Brownrigg

Primary Election Indicates Resounding Victory

The Tuesday, September 25, 1987 primary election indicated a resounding victory for the working people of Springfield.

Candidates endorsed by the Springfield and Central Illinois Trades and Labor Council, AFL-CIO survived the primary in both city wide races, Ossie Langfelder and John Archer.

Steve Denton, President of the council stated "This election clearly has demonstrated the impact organized labor had in the selection of candidates."

Denton continued to state that over 4,000 registered voters were contacted to support labor's primary slate.

Following a review of the election results the labor council reassessed and re-evaluated the candidates and approved endorsement of the following for the general election. Mayor-Ossie Langfelder, Clerk-Norma Graves, Public Safety-John Archer, Director



Frank McNeil

of Utilities-Frank Madonia, Aldermanic Races: Ward 1 - Bill Clutter, Ward 2 - Frank McNeil, Ward 3 - Phil Burnett, Ward 4 - "Chuck" Redpath, Ward 5 - Paul Marlin, Ward 6 - Ann Laurence, Ward 7 - Mike Monaghan,



Alan Woodson

Ward 8 - Diana Deweese, and Ward 10 - Alan Woodson.

The labor council's efforts will continue with increased notification to its members and assistance will be lent to all of the endorsed candidates.

Small Business Program For Ex-Offenders

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Patronize Voice Advertisers

Local man cleans up his act

*For when the One Great Scorer
comes to write against your name,
He marks not that you won or lost,
but how you played the game.*
Grantland Rice, "Alumnus Football"

by Jacqueline Price

Michael Aden wants Springfield residents to remember him, not as a criminal, but as a grime-fighter.

Police records show that the former coal miner was arrested once for illegal use of a weapon and sev-



**"If my
business fails
or I lose my
house, what I**

**still got is me. I got my
health back. And if I'm
healthy, I can work
anyplace."**

eral times for driving under the influence, but Aden says he is a changed man.

"I've learned that, no matter what happened to you or what you did before, you live for today," Aden says.

Aden owns Pow'r-Clean, a mobile power wash business he started last July.

Friends agree that Michael Aden, the businessman who lives in Springfield, is not the same Michael Aden who lived in Jacksonville and Divernon.

He even looks about five years younger than his 41 years.

But Aden's transformation from unemployed alcoholic to power washing was not made overnight. He had a little help.

"There're things that I've done that I now realize there was no other way they got done, but God did them," he says.

Aden received help from Peg Cochenour at the Springfield Urban League.

Aden discovered his talent for operating a business after he graduated from an Urban League program called the Ex-offenders Entrepreneurial Training Program.

The program is designed to teach ex-convicts the fundamentals of operating a business or of how to get a job, says Cochenour, the program's coordinator.

"She made some phone calls for me and got me in the program and turned my life around," Aden says.

Aden reformed and now is being hired to clean factories, houses, trucks, buses, trailers, boats, engines, cars, swimming pools and just about anything that is dirty on the outside.

He even does windows.

Power washing uses a high pressure hose similar to a fire hose to clean buildings and other large objects. The machine used is mounted in a truck, and can be used for spraying chemicals and other substances.

Pow'r Clean also specializes in paint stripping, lawn fertilizing, wet sandblasting, aluminum siding restoration, graffiti removal and bird proofing.

"I've got some stuff that can bird proof a house. It's a chemical that keeps birds away," Aden says.

Aden says he may never have entered the business world if he hadn't

Local man cleans up

▲ from page 1

lost his job as a coal miner.

"I worked at the coal mine for 16 years. I was good at what I did, but I had 'plateaued,'" Aden says. That's when he began having personal problems.

Aden had become an alcoholic. His wife wanted a divorce. And then he was fired for missing a day at work.

Aden says he had never missed a day before and actually was sick that day. But his bosses thought he was simply hung over.

Before things got better, Aden's life got worse.

Local police frequently arrested Aden after he left bars and taverns.

"They knew I drank a lot. So even when I wasn't drunk, they would take me in," Aden says.

Aden knew he needed help to get back on the right track, but he could find none in Divernon.

"Where I was living, people wouldn't have anything to do with me," Aden says. "And in a small town, all there is is drinking. All they have is bars."

Aden's luck changed a few years ago, when he was trying to get his license back after being arrested for driving under the influence.

He says he was talking to a counselor who suggested he get professional help. He entered a chemical dependency program.

There, Aden decided he wanted to stop drinking and put his life back together.

He enrolled in the ex-offenders program at the Urban League. "I saw it in the paper. And then I went and talked to Peggy," he says.

"The program taught me that I'm responsible for me. I can't blame anybody else. If I go down now, it's all my fault."

Cochenour explained to Aden the basics of operating a business and



State Journal-Register / David Klobuc

Pow'r Clean owner Mike Aden stands with his truck.

told him where to find information on the power wash business.

The certificate Aden received from the program hangs proudly on the wall in his office.

"He's an excellent researcher. He has perseverance," Cochenour says.

Before he could open his business, Aden spent many hours in Lincoln Library researching his new-found profession.

During that time, Aden also learned how to file a patent for an invention he created. He says he now has a patent pending on a removable Velcro label.

Business at Pow'r Clean is picking

up, too, Aden says.

"My five-year goal is to have three machines. My three-year goal was to have one, and I've already got two — now I want to get into restoration."

Aden sometimes puts in more than 12 hours a day, stripping paint and washing down buildings.

Aden's job can be dangerous — he occasionally walks across house tops and climbs steep ladders.

Once, Aden sustained serious chemical burns as he stripped several layers of paint from a house in Springfield. He spent part of that afternoon with his employees in the hospital emergency ward.

Aden employs about four part-time people and says he has more business than he can handle.

He also serves on the Chamber of Commerce public relations committee.

But even with all of his good fortune, Aden says he has not forgotten where he came from.

"If my business fails or I lose my house, what I still got is me. I got my health back. And if I'm healthy, I can work anywhere."

Aden is quite content with his life. "I'm still as crazy as I was, but just without drinking," he says.

Program provides hope for ex-offenders

by Jacqueline Price

When Peg Cochenour met Michael Aden, he was such a gentle, quiet man that she thought he would never complete the Urban League's training program.

"He seemed very gentle, yet so reserved that gentleness did not come through," she said.

Actually, Cochenour said, she expected the whole program to flop.

"I hoped that it would be a success, but I expected it to be rough."

Cochenour later realized that Aden didn't have much faith either. For that matter, neither did the other members of the Ex-Offenders Entrepreneurial Program.

"There was a little bit of anger that I could see. But I found out that most of it was a sadness," she said.

Cochenour is the coordinator for the ex-offender program. And she is proud to say it is a success.

"It's designed to train ex-offenders in running a small business. It was done up to help those who could not find work," Cochenour said.

The Illinois State Board of Educa-

tion allocated \$35,000 for the program, which began for the first time in April and lasted three months.

The program has 19 sessions, each focusing on a way to help participants become more familiar with the business world — and with themselves.

"We talked about how to present yourself to business people, like bankers and employers," Cochenour said. "We talked about the problems that got them where they're at. We talked about their strengths and weaknesses. And we talked about their achievements throughout the week."

Cochenour also helps participants to devise business plans.

"We also get into basic information, such as taxes, bookkeeping, funding for businesses such as loans. We deal with advertisements and the different things you do to advertise."

Three women and 17 men applied; 18 people were admitted.

One of the two not admitted had a severe memory problem caused by a blow to the head received during his arrest. The other was disqualified because of a personality disorder that

would have been detrimental or dangerous to the other participants.

Of the 18 participants, five completed the training. Two dropped out. One person was hospitalized after a near-fatal accident. The remaining 10 obtained jobs before the program was completed (although one plans to return for the fall session).

Group members' ages ranged from 20 to 48. Of the original applicants, one was Hispanic, 12 were white and seven were black.

Most had been convicted of more than one crime. Their offenses included driving under the influence, possession or delivery of controlled substances, forgery, public indecency, arson, resisting arrest, armed robbery, assault with a deadly weapon, aggravated battery, vehicular homicide and manslaughter. One had been convicted of murder.

The program is the first of its kind designed only for ex-offenders.

"They asked us to develop a curriculum to be used throughout the state and nation," Cochenour said.

Cochenour intends to begin a new class in the last part of October.

PROBLEMS ENCOUNTERED

Class attendance became a slight problem half-way through the program. Many participants secured employment, and several were also attending drug treatment programs that required their participation during some of the class sessions. Their commitment to maintaining sobriety and freedom from dependency was as important to them as their business ventures. This commitment was commended in class and permission was given these participants to complete assignments outside of the classroom.

The training conducted at Lincoln Correctional Center was difficult due to the attitudes of the prisoners. Many were reluctant to discuss their plans with anyone for fear of the ideas being stolen. There was a pervasive feeling of them and us between the races and participation in discussions was minimal. The inmates also were reluctant to let go of their street talk and defensive behaviors. This was confronted by XOETP Staff and eventually cohesiveness was obtained. By the end of the training, the inmates were reluctant to let the Staff leave and requested that similar programs be offered in the future.

SUMMATION OF EVALUATION DATA

Program Outcomes and Findings

Within the Springfield Urban League's on-site training program, eighteen persons applied for classroom training and seventeen were admitted. The one applicant not accepted received a score of 28 on the selection criteria and voiced his unwillingness to work, remain sober, or agree to participate in activities. Of those who were admitted to the program, nine were unable to complete the classroom component; four entered employment, two entered their chosen career fields, one entered college, one started a business, and one entered a business partnership. All of these ex-offenders received counseling, individual instruction, and referrals to assist them in their endeavors.

Eight persons successfully completed the classroom training component during Phase II. The outcome of their participation is as follows: one is actively pursuing financing to open a business, one is attempting to return as an employee in the profession he left after being released twelve years ago, one entered vocational training, two started their businesses, two others started their businesses and entered employment to augment their business incomes, and one entered employment.

Seven members of the Ex-Offenders Entrepreneurial Training Program were involved in rehabilitation programs for alcoholism and drug addiction. They have since graduated from their treatment programs and have not returned to their addictive behaviors.

Most of the participants were receiving some form of public assistance at the beginning of the program. Only the individual who was not accepted into the project has remained utilizing the welfare system.

Seventy-two inmates at Lincoln Correctional Center applied for the training program and fifty-two were admitted. Fourteen of these left the program for various reasons; the major one being that they realized we would not teach them how to run an illegal business without getting caught. Thirty eight inmates completed the classroom training. One of these has since been released and opened a business in Alabama.

Statistics are not available from the Lincoln Correctional Center participants on the number of arrests, convictions, incarcerations, years involved with the Department of Corrections nor types of crimes committed as many of the inmates are reluctant to divulge this information. Some of the inmates use aliases to hide from other possible convictions, and many others felt that giving out this information would hurt them in some way.

SUL PROGRAM EVALUATION DATA

CLIENT ID #	AGE	SEX	RACE	# OF ARRESTS	# OF CONVICT.	# OF INCAR	YEARS INCAR	YEARS PROB/PAROLE	OFFENSES *	SCORE	OUTCOME
1008-335	31	M	B	5	1	1	2 yrs	1 year	11	70%	Secured Employment
1015-338	26	M	W	25	18	15	295 day	\$50 fine 2 years	1,2,5,23	74%	Entered Career Field
1109-331	19	F	W	3	3	2	7 mos.	5.5 years	2,7,12,13,14	56%	Entered Vocation. Train.
0715-327	35	M	B	1	1	1	5 yrs.	2 years	21	**	Entered Employment
0114-336	31	M	W	1	1	0	0	3 years	3	**	Started Business
1026-321	41	M	B	3	1	1	3 yrs.	2.75 yrs.	3,16,17	83%	Completed Training
1027-333	44	M	W	1	1	1	33 yrs	Life	27	58%	Entered Employment
1029-346	32	M	W	6	4	2	6 yrs.	4 years	3,11,15,17,18	62%	Entered Employment
1013-352	47	M	W	?	?	2	4 yrs.	4 years	1,22	28%	Not Accepted -- Referred To Other Programs
1029-336	29	M	W	7	5	0	0	3 years	1,3,5,6,19,23	76%	Entered Business Partnership
1228-341	27	M	W	2	2	1	3 yrs	3 years	1,21	74%	Entered Employment & Started Business
1019-360	35	M	W	40	10	4	3 yrs.	7 years	3,5,16,20	56%	Started Business
1118-326	33	F	W	1	1	1	10 day	In Court	6,10,24	89%	Entered Employment
0618-343	42	M	W	?	?	?	?	?	1	***	Entered College for Deaf
0906-350	43	M	W	100+	60?	4	3 yrs	4 years	1,3,4,8,9,12,13,16	61%	Started Business
1014-229	41	M	B	3	3	1	3 yrs	6 months	1,25	82%	Entered Career Field
1209-587	38	F	B	1	1	1	7 yrs	3 years	26	86%	Completed Training
1204-349	28	M	W	3	3	1	7.5 yr	Restitution 8.5 years	2,20,23	74%	Entered Employment & Started Business

* = See Conviction Code Sheet

** = Unwilling to give information

*** = Deaf man - unable to communicate well enough to gather information

CONVICTION CODES

<u>Conviction</u>	<u># of Participants</u>
1. D.U.I. (Numerous)	7
2. Driving Without License	3
3. Possession of Controlled Substance	6
4. Delivery of Controlled Substance	1
5. Disorderly Conduct	3
6. Reckless Driving	2
7. Unlawful Entry to Vehicle	1
8. Credit Card Fraud	1
9. Forgery	1
10. Resisting Arrest	1
11. Unlawful Use of Weapon	2
12. Probation Violation	2
13. Retail Theft	2
14. Auto Theft	1
15. Possession of Firearms	1
16. Burglary	3
17. Criminal Damage to Property	2
18. Residential Burglary	1
19. Obstructing Justice	1
20. Felony Theft	2
21. Battery	2
22. Assault	2
23. Aggravated Assault	2
24. Felony Escape	1
25. Assault with Deadly Weapon	1
26. Grand Larceny	1
27. Murder	1

Many participants had multiple convictions, which accounts for more convictions than the number of participants.

STATEMENT OF IMPACT

While the general economy in Illinois is slowly improving, the unemployment rate among ex-offenders continues to deteriorate. This is especially true for blacks. Many tend to return to prison because exceptionally limited opportunities for meaningful, dignified work exist for them. This program presents an option for gainful employment that had not existed for them.

The program was intended to train ex-offenders to start and manage their own businesses, but it also opened up conventional employment for these same persons. The Ex-Offenders Entrepreneurial Training Program made it possible for six new businesses to open and one other to expand. Eleven chronically unemployed persons secured jobs as an indirect outcome of the counseling, career exploration, referrals, and classroom training that was provided. Rather than using tax dollars and existing on public assistance or returning to prison, fifteen persons are now paying taxes, purchasing products they otherwise could not have afforded, and providing services to residents of Springfield and other areas.

The participants have related to the XOETP Staff and consultants their increased motivation to abandon their criminal activities, remain sober and drug free, and to let go of their bitter attitudes regarding society. They have also expressed an increased utilization of resource agencies who are committed toward providing self-sufficiency rather than a dependency upon welfare services in which they become mired.

CONCLUSIONS AND RECOMMENDATIONS

If classroom training programs are not made available in correctional centers or offered to the ex-offenders, this population will have difficulties becoming self-employed. We have observed a lack of confidence in asking for professional assistance as well as a lack of follow-through with the offender population. This seems to stem from low self-esteem and self-concepts. A major part of the training included exercises in acknowledging accomplishments. Though these exercises are built into the self-instructional workbook, it is of importance that the ex-offenders receive positive feedback and acknowledgement from others. The benefits of group interaction and support will be missing from the self-instructional method. However, the self-instructional method will provide the security of privacy that some of the participants may require due to mistrust of others.

The products should be disseminated through the Department of Corrections and parole and probation offices. Other areas of dissemination should include university, college, and public libraries, Vocational Curriculum Centers, and Small Business Development Centers.

INDIVIDUAL SUCCESS STORY

"N" is a 35 year old white male who has a learning disability. He rebelled against a society who considered him "dumb" by retreating into drugs. His habit became expensive and N then resorted to stealing money and items that could be traded for the drugs he required. Though he was an excellent carpenter and painter, N was forced to take jobs as a cook, dishwasher, or attendant in a nursing home. He moved frequently to avoid being arrested.

N attended various drug treatment centers in an attempt to "straighten out" his life, but was never able to stay drug free. He had just completed a treatment program in Springfield when he was referred to the Ex-Offenders Entrepreneurial Training Program.

Throughout the first few individual and classroom sessions, N was extremely quiet. When he did say anything, it was usually self-deprecating. He at first refused to complete the "accomplishment" assignments that were required at the start of each class session, and did not acknowledge the accomplishments of his classmates either.

A month into the program, N began supporting the other participants and in-turn shared his own accomplishments. He received praise from the other members which became a turning point in his life. N decided to go to college for a semester and did well. He stayed away from drugs and looked forward to reporting this success to the class each week.

N opened his business before the class was completed, but continued to attend and complete the assignments. The greatest benefit from this project for N was not becoming self-employed, but the relationships he gained and the self-confidence he now shows. N no longer is ashamed of his learning problem -- because it is no longer a problem. N knows he is the best house painter in the business.